

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COOK-MANAGER**

Jurisdictional Class: **Non-Competitive**

Date Adopted: **unknown**

Date Revised: **8/21/70; 5/11/01**

Jurisdictions: **County & Schools**

Union Status: **Schoharie County Local 452, Council 82, AFSCME, AFL-CIO (county)**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: These duties require the services of a skilled cook to prepare and cook a variety of foods on a moderately large scale and the supervision of personnel in an institutional setting, such as a school or jail. The Cook-Manager will handle all aspects of the kitchen work on a daily basis, including the supervision of food preparation, cleaning up, etc. General supervision is received from an administrator or supervisor, who is responsible for managerial aspects of the program. Immediate supervision is exercised over the work of cooks, bakers and/or food service helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and participates in the preparation and serving of food;

Supervises the storage and care of foods and supplies;

Supervises and participates in cleaning of the kitchen, serving, storage, and dining areas, and the care of equipment;

Keeps simple records on food and supplies received and used;

Keeps employee time records;

Plans work schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of approved methods of food preparation; some knowledge of nutritional values of foods; ability to supervise the work of others; ability to keep simple records and submit reports; ability to get along well with others; ability to understand and carry out oral and written directions; resourcefulness.

MINIMUM QUALIFICATIONS:

(A) An Associate degree in applied science with specialization in foods, nutrition or institutional management; **OR**

(B) Two (2) years of experience in the preparation of food on a large scale; **OR**

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: 5/11/01

Last Updated: 8/21/70; 5/11/01

Reviewed By: n/a

Last Reallocated: n/a